



Human Resources Newsletter

October 2002 News

What's New, What's Hot

- Prior to implementing DOTD's new policy on Employment Reference/Eligibility Checks, HR will train appropriate personnel starting this month. Districts that have not scheduled training dates need to contact Ranzy Montet, 225-379-1293 as soon as possible.
- With elections around the corner, all classified employees are reminded of "Do's and Don'ts" regarding political activities. (For details, refer to General Circular 1501 at <http://www.dscs.state.la.us>).
- PPR news - revised forms forthcoming; stay tuned for instructions on how to transition from "old" to "new".

Special Events

- October 9 - CS Commission hearing
- October 9 - New Employee Orientation for Headquarters DOTD
- October 9 - 360 Degree Feedback Orientation, 2nd Floor Conference Room, 2:00 p.m.
- October 16 - SCHR meeting, 8 a.m., 2nd Floor Conference Room
- October 23 - Flu shots provided by Medical Systems, Inc., 9:30 a.m., DOTD Auditorium (for HQ & Baton Rouge Sections) Must pick up consent form from Paula Berwick, Room 206.

HR Unit Updates

Compensation Unit

• **Job Studies:** Results of the following job studies were approved by the CS Commission at the 8/7/02 pay hearing; these are now pending approval by the Governor

• **Other Job Studies:**

- Environmental Impact Series
- Real Estate Series
- Compliance Programs Series
- New/revised Intermodal Transportation Series
- DOTD Safety and Compliance Series
- Bridge/Marine Administrator and Assistant jobs

• **New Pay Schedules:** The CS Commission approved the Protective Services (PS) Schedule on 8/7/2002 and the Skilled Trades (WS) Schedule on 9/11/2002. The Governor subsequently approved the Protective Series Schedule effective 9/23/2002; employees in affected jobs will be placed into this new plan on that date. The Skilled Trades (WS) Schedule is still pending his approval.